

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 48
MARCH 16, 2016 – WORK SESSION

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, March 16, 2016, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff Present: Connie Bowers, Steve Marx, Phil Cohen

Others Present: Elaine Marlow, Budget Director

Record @ 00:05

Roads

Subject/Description: Annual Report for CRAB Certification

Attachment: reports

Action Requested: Annual Certification of CRAB required reports; Traffic Law Enforcement Certification 2015; Fish Passage Barrier Removal Certification 2015; Annual Certification 2015.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Boon Road Improvement Project, Section 1

Attachment: Memorandum dated 3/3/16 from Doug Holbert to BOCC

Action Requested: Purchase of two pipe tanks for Boon Road Improvement Section 1 widening construction project; Kanaflex Corp.; Amount: \$39,680.00.

Follow up: Okay with full Board to move Purchase Order forward to a Tuesday agenda.

Subject/Description: New County Road – Race Road to Houston Road Connector

Attachment: Memorandum dated 3/4/16 from Peter Seybert to BOCC

Information: The Consolidate Appropriations Act, 2016, appropriated \$500 million to be awarded by the Department of Transportation for National Infrastructure Investments. Public Works will be pursuing funding for New County Road – Race Road to Houston Road Connector. Applications are due by the end of April with the funding obligated by September of 2019.

Public Works

Subject/Description: Reichardt & Ebe Engineering, Inc., Supplemental Agreement No. 1

Attachment: none

Action Requested: Approval of Supplemental Agreement No. 1, 2014 Multi-Year On-Call Consultant Contract, PW-1320189; adding \$150,000.00 revising the total amount authorized to \$450,000.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Surface Water

Subject/Description: Dave Mackie Park Drainage Improvements

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Attachment: Memorandum dated March 2016 from Tom Sage, to BOCC

Action Requested: Approval of CDP 16-05, Dave Mackie Park Drainage Improvements; project will replace the existing outfall with a new outfall; Total Appropriation: \$536,878.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 16, 2016 at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff Present: **Melanie Bacon, Human Resource Director**

Others Present: **Elaine Marlow, Budget Director**

Record @ Part 2 @ 00:20

Subject/Description: **Job Requisitions**

Attachment: yes

Action Requested:

Auditor

- Recording & Licensing Clerk, replacement, C-8, #031/16
Commissioner Johnson moved to approve Job Requisition #031/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.

WSU

- Waste Wise Coordinator, replacement, NR-9, #032/16
Commissioner Price Johnson moved to approve Job Requisition #031/16. The motion was seconded by Commissioner Johnson and carried unanimously.

Sheriff
Summary Minutes

Work Session was held between the County Commissioners and the Sheriff on Wednesday, March 16, 2016 at 9:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff Present: **Wylie Farr, Monica Felici, Rick Norrie**

Others Present: **Elaine Marlow, Budget Director**

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Record Part 2 @ 06:49

Subject/Description Homeland Security Grant

Attachment: grant agreement

Action Requested: Approval of Homeland Security Grant E16-17; grant covers overtime, mileage, equipment and fuel cost for the Marine Safety Unit; Amount: \$150,092.00.

Follow-up: Okay with full Board to move forward to a Tuesday agenda.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, March 16, 2016, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Larry Van Horn, Facilities Director

Others Present: Elaine Marlow, Budget Director

Record Part 2@ 23:30

Subject/Description:

Attachments: Ltr dated 2/25/16 from Randi Perry, City of Langley to Port of South Whidbey

Information: Larry Van Horn provided an update on the following items:

- Resolution to surplus two park vehicles
- Purchase one (1) truck for Coroner; Corwin Ford; Amount: \$29,684.72
- Fairground water system/requirement to install backflow assemblies – meeting with City of Langley on 3/25 to discuss in more detail
- Christensen Lease – in place until the end of 2016
- Compass Health committed to moving out on March 31st/Human Services hopes to take occupancy April 25th
- Working on Coupeville Campus parking plan

**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, March 16, 2016 at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

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Present: Sheilah Crider, Auditor

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 38:50

Subject/Description: Bid for 2016 Official Legal Island County Newspaper

Attachment: Ltr dated 2/19/16 from Keven Graves, Whidbey News-Times to Sheilah Crider

Action Requested: Accept the bid from Whidbey News Times and award the contract for 2016 Official Legal Island County Newspaper to The Whidbey News Times.

Follow up: Okay with full Board to move forward to the Board's April 5, 2016 agenda.

Subject/Description: Drainage District #7

Attachment: yes

Information: Sheilah Crider informed the Board of the need for the County to take over the district, dissolve the district or fill the long term vacancies in Drainage District #7.

Follow up: Sheilah will send out letters to the District noting the vacancies. Commissioner Hannold will reach out to the county engineer.

Subject/Description: HART Verity update

Attachment: none

Information: The new election software program has been installed.

Subject/Description: USPS Mail delivery issues and status update

Attachment: none

Information: Sheilah discussed issues with the delivery of ballots by the post office. The problems can be linked back to the closure of the Postal Service's Everett processing center in 2013. The closure has slowed down mail not just regionally, but across the country.

Subject/Description: Vacancy on Main Street Sewer District

Attachment:

Action Requested: Pulled.

Follow up:

**Information Technology
Summary Minutes**

Work Session was held between the County Commissioners and Central Services on Wednesday, March 16, 2016, at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: John Kent, Director

Others Present: Iain Beveridge, Vice President, All Phase Communications, Todd Goe, All Phase Communications

Record Part 2 @ 1:00:24

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Subject/Description: All Phase Shoretel Telephone/Communication System upgrade

Attachment: PO/Quote

Action Requested: Approval of PO # 10464 for All Phase Shoretel Telephone/Communication System upgrade; Amount: \$377,270.96.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

**Current Use Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 16, 2016 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Hiller West, Current Use Planning & Community Development Director,
Becky Frey

Others Present: Elaine Marlow, Budget Director, Dan Mitchell, Chief Civil Deputy
Prosecuting Attorney

Record @ 01:32:20

Subject/Description: Planning Commissioner's Recommendation on the proposed amendments to Chapters 16.13 and 16.19 of ICC, changing procedures for administrative appeals of certain Type I and Type III permits.

Attachment: none

Information: The proposed amendments would remove the BOCC from hearing administrative appeals and change the venue for appeals of Type I permits to the Island County Hearing Examiner, and for appeals of Type III decisions to Island County Superior Court or the Shoreline Hearings Board.

The Planning Commission concurred with the intent of the proposed amendments but recommended including an optional reconsideration process through the BOCC.

Follow up: The Board was not in favor of including an optional reconsideration process in the proposed amendments.

Subject/Description: Civil infraction process/authority

Attachment: Memo dated 3/10/16 from Adam Long, to Hiller West

Information: Hiller provided a brief summary of the current code enforcement process and the use of the civil infraction system that would be administered by county staff.

Follow up: Continue the discussion to a future work session.

Subject/Description: Department update

Attachment: none

Information: Hiller provided a brief department update to the Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 53
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Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 16, 2016 at 12:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair**
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Interim Director of Long Range Planning, Beckye Frey

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 02:26

Subject/Description: Professional Services contract with the Watershed Company

Attachment: draft contract

Action Requested: Approval of Services Agreement between Island County and The Watershed Company for environmental consulting services to support the completion of revisions to Fish and Wildlife Habitat Conservation Area regulations; Completion Date: 6/30/16; Amount: \$22,960.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Consultant selection – 2016 Comprehensive Plan update

Attachment: none

Information: Planning received five responses to the RFQ. Keith indicated that there are pieces of work that need to be accomplished that may benefit from contracting with more than one of the consultants. He requested approval from the Board to have additional conversations with the potential consultants.

Follow up: Okay with Board.

From Auditor & Treasurer

Summary Minutes

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, at 1:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners: Richard Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member**

Staff: Pam Dill

Present: Wanda Grone, Treasurer

Others Present: Elaine Marlow, Budget Director

Record @ 2:40:40

Subject: Monthly Financial Report

Attachment: MONTHLY FINANCIAL REPORTS BY THE TREASURER

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**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 16, 2016, at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Jill Wood, Lori Clark

Others Present: Elaine Marlow, Budget Director

Administration

Record @ 02:51:20

Subject/Description: WA State DOH – Consolidated Contract Amendment #6

Attachment: Contract No. C17111- Amendment No. 6

Action Requested: Approval of 2015-2017 Consolidated Contract; Amendment #6; adds NEP BEACH Program; amends Office of Drinking Water Group A program, Supplemental Nutrition Assistance Program-Education, WIC Nutrition Program; Amount: decrease of \$1,982.00 for a revised maximum consideration of \$1,482,246.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, March 16, 2016 at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Jill Wood, Lori Clark

Record @ 02:54:25

Subject/Description: Shoreline mapping – Request for Qualification results and potential consultants

Attachment: none

Information: Department of Natural Resources recommends contracting with Coastal Geologic Services to map the different types of armoring along the 214 miles of shoreline.

Follow up: Develop a draft contract and bring back to the Board for approval.

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Subject/Description: FYI: News Release – Washington Team Awarded Grant to Build Community Resilience to Coastal Hazards

Attachment: News Release, March 8, 2016

Information: NOAA has awarded \$879,255 for a three-year project to assist coastal communities in Washington State facing significant risk from the impacts of sea level rise, storm surge and shoreline erosion. Washington project partners include DOE, Climate Impacts Group, the Nature Conservancy, US Geologic Services. Two communities were selected; Island County representing rural areas and Tacoma/Pierce County representing urban areas.

The work will increase understanding of coastal risks and impacts and improve existing planning tools, to ensure that new information and approaches are shared with coastal communities across the state.

Commissioner Johnson expressed concern about the study resulting in more shoreline regulations.

Budget Director/GSA
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 16, 2016, at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair**
Jill Johnson, Member
Helen Price Johnson, Member

Staff: **Pam Dill**

Staff Present: **Elaine Marlow, Budget Director**

Record @ 03:19:20

Subject/Description: Budget Amendment #6 for 2015

Attachments: yes

Action Requested: Elaine Marlow reviewed the final budget amendment for 2015 with the Board.

Follow up: Okay with full Board to schedule for Public Hearing.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, March 16, 2016 at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Richard Hannold, Chair**
Jill Johnson, Member
Helen Price Johnson, Member

Staff: **Pam Dill**

Others Present: Jack Nye, Port of South Whidbey, Ed Halloran, Port of South Whidbey, Curt Gordon, Port of South Whidbey, Angie Mozer, Executive Director, Port of South Whidbey,

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Virginia Keck, Fair Association, Jason Kalk, Fair Board President, Carol Coble, Fair Manager, Wendy Sundquist, Fair Association

Record @ 03:36:43

Subject/Description: Presentation from the Port of South Whidbey and Island County Fair Association

Attachments: Port of South Whidbey Fairgrounds Talking Paper, Island County Fair Association Proposal to Manage the Island County Fairgrounds 4/1/16-3/31/17

Discussion:

Members of the Port District of South Whidbey addressed the details of the Port's plan for the fairgrounds:

- Create an Advisory Board made of members from City of Langley, Fair Association, Port of South Whidbey and Island County to address the ongoing operations of the fair
- RCEDF application
- Ballot measure to raise the Port's levy by \$0.05 per \$1,000 assessed value – anticipate ballot measures in August 2016
- Take ownership of the fairgrounds should the referendum succeed
- Lease terminates on March 31, 2016 – will honor a 1 year lease whether the levy passes or not

Fair Board members presented their proposal for managing the Island County Fairground.

- Property management only. County would continue its ownership/ better cooperation and transparency with the county
- Improved internal controls
- Fair Association to hire an Office Assistant and one (1) six (6) month Assistant Maintenance staff person. The County to hire a year round Maintenance staff person and one (1) six (6) month Assistant Maintenance staff person
- Large volunteer base
- Short-term Maintenance Plan
- Long Range Planning – Grant/Funding Options

Follow up: Continue discussion to the Boards March 22nd meeting. Commissioner Price Johnson will meet with Larry Van Horn, Facilities Director, to go over the two proposals, discuss ongoing costs and make sure that the needs of the 4-H clubs are being addressed.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 57
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BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Richard M. Hannold, Member

Jill Johnson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board